



**DRAFT July 2005**

## Standard Operating Procedure

**DIRECTIVE NO.** 230-SOP-4100.14B  
**EFFECTIVE DATE:** \_\_\_\_\_  
**EXPIRATION DATE:** \_\_\_\_\_

**APPROVED BY Signature:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_  
**TITLE:** Code 232 Supply Branch Head

**Responsible Office:** 230/Logistics Management Division

**Title:** Stores Stock Warehousing



## Standard Operating Procedure

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**Responsible Office:** 230/Logistics Management Division

**Title:** Stores Stock Warehousing

March 2005

*Patricia A. Gilbertson*  
Code 239 Supply Branch Manager

March 2, 2005  
Date

*[Signature]*  
Code 239 Program Manager

March 2, 2005  
Date

*Thomas A. Weig*  
Code 230 COTR

March 3, 2005  
Date

*Thomas A. Weig*  
Code 232 Supply Branch Head

March 3, 2005  
Date

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## **PREFACE**

### **P.1      PURPOSE**

This section contains policies and procedures for receiving, storing, and issuing stores stock material, Headquarters Publications, FORRDS forms and publications, and maintaining equipment used in the Stores Stock Warehouse.

### **P.2      APPLICABILITY**

The warehouse receives, stores, and issues supplies in support of Goddard Space Flight Center (GSFC), NASA HQ and the Wallops Island Flight Facility (WFF). Warehouse personnel select material to fill customer requests, maintain accurate records to locate material and ensure that stock is rotated to issue the oldest items first (First in/first out).

### **P.3      REFERENCES**

Federal Classification Codes  
NASA-STD-8739.7 Electrostatic Discharge Control  
NFPA 231C Standard for Rack Storage of Materials  
Shelf Life Controlled Item List  
Expired Lot Report  
GPR 8719.1 Certification and Re-certification of Lifting Devices and Equipment  
Installation Provided Government Property clause of the NASA FAR Supplement  
NPR 4100.1 NASA Materials Inventory Management Manual  
Sensitive Items in Store Stock List

### **P.4      CANCELLATION**

230-SOP-4100.14, Stores Stock Warehousing

### **P.5      TOOLS, EQUIPMENT, AND MATERIALS**

Forklifts	Powerhand trucks
Boxcutters	Packaging and labeling materials (i.e.: tape, boxes, labels, bags)

### **P.6      SAFETY PRECAUTIONS AND WARNINGS**

Because materials in the Stores Stock Warehouse are stored at a height of more than 12 feet, certain precautions need to be taken to insure that the overhead fire sprinklers maintain their effectiveness in the event of a fire. Pallets of materials must not be “encapsulated” with a plastic sheet that completely encloses the sides and top pallets containing combustible materials or packaging materials.

A safety shower is located in the Northwest corner of the SS Warehouse near the forklift battery charging station.

**Lifting Safety:** Personnel safety is of extra concern during operations where material is lifted or lowered whether by mechanical or manual means. The following safety precautions will be observed during these operations:

- Safety shoes must be worn. Hard hats must be worn if working under suspended loads.
- The area around the lifting/lowering operation must be clear of unnecessary material and personnel, provides good footing/traction and is free of trip hazards.
- A sufficient number of qualified personnel (P.7 Training) must be assigned to the lifting/lowering operation including extra personnel to assist with manual operations and a dedicated “spotter” to assist forklift operators handling loads that obstruct the driver’s unrestricted vision.
- Ensure that the load destination is clear of obstacles and provides a stable base to support the load.
- All forklifts, battery powered hand trucks and liftgates must have a current weight test certification unless a formal waiver has been issued and is readily available to equipment operators.
- A daily safety checklist (Attachment 23) must be completed each day before the first use of any forklift of battery powered hand truck.
- For critical lifting operations (P.10 Definitions), manual lifting/lowering shall be restricted to a maximum 35 pounds.
- For critical lifts (P.10 Definitions), project customers will provide a verified Critical Procedure and/or Work Order Authorization specific to the lifting operation being conducted and a pre-task briefing will be conducted.

## P.7 TRAINING

- a. Certification is required in order to handle any material classified as Electrostatic Discharge Sensitive (ESDS), as guided by NASA-STD-8739.7, Electrostatic Discharge Control. Re-certification is required every two years.
- b. Warehouse personnel will participate in Hazardous Material training annually; participation in situational updates may be required.
- c. A general indoctrination on Safety must be completed annually.
- d. Fork-lift certification training shall be completed tri-annually.
- e. For personnel involved in critical lifts (P.10 Definitions) the following additional training must be completed: Rigging Signals Test,
- f. Wheelchair Training is required for shuttle bus operators who operate wheelchair lifts.

## P.7 RECORDS

Record Title	Record Custodian	Retention
Store Stock Receiving Transaction Register Document	Material Coordinator	NRRS 5/1A1a – Destroy 3 years after final payment

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<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
Pick Slips	Warehouse Lead	NRRS 1/94A
Special Inventory Slip (GNLD 9-5)	Warehouse Lead	NRRS 4/3 – Destroy when 2 years old.
GSFC Form 20-7W - Stores Stock Requisition	Material Coordinator	NRRS 1/94A – Destroy 2 years after completion or cancellation of requisition
GSFC Form 20-19 – Item Review and Stockage Request	Material Coordinator	NRRS 1/94A
Pick-up/Delivery Ticket	Material Clerk/Section Head	6/11G-Destroy when 1 year old
Forklift Safety Checklist	Stores Stock Warehouse Supervisor	NRRS 1/117B-Destroy when 4 years old
Stockroom Requisition	Material Coordinator	NRRS 1/94A
NHQ Form 236 Warehousing Services Request	Distribution Branch	NRRS 1/94A
NASA Form 2 – Request for blank Forms, Publications and Issuances	Distribution Branch	NRRS 1/94A
GSFC Form 20-9 – Report of Excess Property	Stores Stock Warehouse Supervisor	NRRS 4/10 – Destroy when 3 years old
Worksheet for Unserviceable /Scrap Material	Material Coordinator	NRRS 4/10
Log Sheet for Unserviceable/Scrap Material	Material Coordinator	NRRS 4/10
NASA Form 1638 - Excess Personal Property Pickup Authorization	Stores Stock Warehouse Supervisor	NRRS 4/10 – Destroy when 3 years old
NASA Form 812 – Determination and Authorization to Abandon or Destroy Surplus Property	Stores Stock Warehouse Supervisor	NRRS 4/9 B
Material Safety Data Sheets	Warehouse Lead	NRRS 1/117B

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Record Title	Record Custodian	Retention
NASA Form 1489 Analysis of Inventories Report	Supply Analyst	NRRS 4/12A1 Destroy when 10 years old
NASA Form 1324 Semi-annual Report of Personal Property Management Operations	Supply Analyst	NRRS 4/12A1

## P.8 METRICS

PRS 41: Hazardous Material Storage / Shelf-life Processing  
PRS 42: Pick Slips  
PRS 43: Put Aways  
PRS 44: NASA HQ Support - Accurate and Timely Data Entry  
PRS 45: NASA HQ Service Requests

## P.9 DEFINITIONS

- Electrostatic Discharge Sensitive (ESDS) Items – electrical, electronic, and electromechanical parts, assemblies and equipment which are sensitive to ESD voltages.
- Advanced Materials Management System (AMMS) – the GSFC Logistics Management Division’s inventory control system. The system provides perpetual inventory control by documenting individual transaction entries for actions affecting an item in the system.
- Shelf Life Item – is any item possessing deteriorative or changeable characteristics so that a storage period must be assigned to that item to assure that the item shall perform satisfactorily upon issuance.
- Sensitive Item – an item which due to its pilferable nature or the possibility of its being a hazard requires a stringent degree of control. A sensitive item can be capital or non-capital equipment or materials.
- Critical Lift – Involves lifting and lowering operations with special, high dollar items such as spacecraft, one-of-a-kind articles, major facility components whose loss would have serious programmatic impact. Critical lifts also include lifting personnel with a crane, lifts where personnel are required to work under a suspended load and operations with special personnel and equipment safety concerns exceed normal lifting hazards.

## INSTRUCTIONS

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## **1.0 WAREHOUSE/MATERIAL OPERATIONS**

### **1.1 General**

The Stores Stock Warehouse Supervisor (SSWS) controls the stores stock warehouse operation. The SSWS is responsible for the establishment and operation of the stores stock warehousing function and for the implementation of these procedures. The SSWS will ensure that the stores stock warehousing layout is accomplished in a way that will provide maximum use of available storage space and will advise management of anticipated warehousing space problems. The SSWS will maintain a copy of the warehouse location plans. At WFF, the Lead Warehouse person performs the stores stock supervisor functions.

### **1.2 Procedures**

- Storage Preparation - all material presented to the warehouse for stockage will first be inspected by a receiving inspector who will sign and attach a Stores Stock Receiving Transaction Register document (*Attachment 1*). Material not signed by a receiving inspector will be rejected and returned to the Receiving Section by the SSWS. If other receiving discrepancies i.e., quantity counts, wrong stock number, etc. are discovered, the material will be returned to receiving for resolution or correction of discrepancies.
- Material received will be checked and repackaged if necessary by warehouse personnel to preclude damage in storage. Any repackaging should be performed by the appropriate functional group, such as the packing and crating shop, if a bag or cardboard box/container will not protect material from damage. For Electrostatic Discharge Sensitive (ESDS) material, if quantity unit pack (QUP) is less than the unit of issue (U/I), the material will be repackaged by qualified warehouse personnel using a static free workstation.
- In preparation to put material away warehouse personnel should look on the Receiving Transaction Register document to determine if a location exists. If no location exists the next available storage location will be assigned and annotated on the receiving document. Where feasible, warehouse personnel should locate fast moving items close to the issue line to reduce the time necessary to put-away or retrieve fast moving items (80/20 rule). After material has been placed in a location, warehouse personnel will provide a copy of the receiving document to the Warehouse Lead for reconciliation of location on the document and update AMMS records.
- At Wallops, for stock received from Greenbelt the stock location is annotated on the front of the pick slip. If no location exists, locations will be assigned and annotated on the document then the material will be put-away. The locations are then loaded into the AMMS System.

#### **1.2.1 Locator File Operations**

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- Locations for all material stored in the Stores Stock Warehouse are maintained in AMMS memory. However, in the event AMMS is unavailable, a computer generated Locator Listing is located in the warehouse.
- At Wallops, location changes are referred to the Stock Control Section and processed through the AMMS System.

### 1.2.2 Stocking Material

- All storage bins/racks/trays are assigned a numeric/alpha location. Row, section, and shelf level designate locations. When required, up to fifteen locations may be assigned and loaded for each item, however, the SSWS will ensure the minimum number of locations per item and the minimum number of different items on one location. All locations will be clearly and accurately marked. Higher demand items will be located near the front of the warehouse to allow for quicker processing of Pick Slips (P/S's). The following is an example of the Warehouse Locator System (900A02010) 900 = row, A02 = front 2nd section, 010 = shelf level. The vertical retrieval system location system is as follows: (C18A) C=aisle 18=bin A=shelf section.
- All sensitive/pilferable material such as tools, photographic supplies, medical supplies, precious metals, attaché cases, etc. will be placed in a secure storage area.
- Bulk material or large quantities of material should be stored in rack or bulk storage. The SSWS must keep in mind that the floor strength of the Stores Stock Warehouse is rated to handle 250 pounds per square foot. Heavy bulk items should be placed along the walls when stored in the upper warehouse of Building 16W, whenever practicable.

### 1.2.3 Stores Stock Pick Slip Processing

- Stores Stock Pick Slips (P/S's) (*Attachment 2*) are generated with the daily AMMS computer updates. The P/S is the authorization for the SSWS to release material from stock to satisfy all or part of a customer's requisition. No material will be issued without a pick slip.
- The Warehouse Lead receives P/S's daily from the Systems Branch, separates the P/S's by location, or other approved method, and gives them to a warehouse person to pull and place material on the delivery line. The Warehouse's processing time is 2 days. When filling orders, warehouse personnel will check the stock number, quantity, location and shelf life date to determine that the correct item is being selected and that the oldest material is being issued first. If the full quantity is in stock the material will be boxed or bagged. The warehouse person will initial and date the pick slip. After the material has been pulled from stock, 2 copies of the P/S are attached to the material and the material placed on the delivery line. The original copy of P/S is given to the Warehouse Lead. If the quantity pulled from stock is different from the quantity listed on the P/S the warehouse person will note the quantity pulled on the front of the P/S and initial and date the P/S. When the Warehouse Lead receives a P/S with a quantity change, the P/S will be ship confirmed for quantity issued. The Warehouse Lead will then prepare a Special Inventory Slip (GNLD 9-5), (*Attachment 3*), and submit to the Inventory



Management Section for research and preparation of an inventory adjustment voucher to correct the inventory balance if required. The Systems Branch will close all pick slips for the day that is ship confirmed.

#### **1.2.4 Walk-thru Requisitions**

- When a customer presents a Stores Stock Requisition (GSFC FORM 20-7W), (*Attachment 4*) or a *pick slip* to the warehouse, a warehouse person will ensure that the requisition has been approved by the Code 239 Customer Service Representative. The warehouse person should then pull the material and issue it to the customer to take with them. If requested, the warehouse person will assist the customer in the transportation of the materials. After completion of the issue AMMS will be updated in the warehouse and the GSFC FORM 20-7W will be forwarded to the Inventory Management Section to be filed.
- At WFF all issues from stock will be processed on a pick slip out of the AMMS system. No issues will be processed without a document from the computer. During computer down time, recap sheets will be used to capture issues until the computer is back on line and processing can continue. When material is pulled and issued from stock the customer signs the issue document. The signed original document will be sent to the Stock Control Section to update the AMMS System for the issue quantity and then filed in the document control file. The warehouse person initials issues pulled from stock.
- Walk-thru requirements for ESDS items will be handled in such a manner as to assure the ESD protective packaging is not broken. Be sure all paperwork is placed in a static-dissipating bag. At Greenbelt, the QUP may be broken down to allow the issue of a lesser quantity requisitioned. The material will be repackaged only by an ESD qualified warehouseman at a static free workstation.

#### **1.2.5 Warehouse Refusals**

- Warehouse refusals are initiated as a result of pick slips being processed without a sufficient quantity of stock on hand to satisfy a requisition. All warehouse refusals will be processed as follows:
- If no stock is found in the locations by the warehouse person the Warehouse Lead will review AMMS to determine if there was a stock number change, a location change or if the material was in transit from the receiving area. If no changes have been made the Warehouse Lead will verify the location to ensure material was not overlooked by the warehouse person. If the Warehouse Lead does not locate material then a Special Inventory Slip, and one copy of the P/S will be submitted to the Inventory Management Section for verification, research and adjustment of the balance in AMMS. The pick slip will be ship confirmed for a quantity of zero to place the due out quantity on backorder.

#### **1.2.6 Special Inventory**

A special inventory of material in stock may be requested by warehouse personnel to verify the quantity of stock on hand if a mixed stock condition is encountered, or if the physical quantity on hand is



different than the quantity reflected in AMMS. These requests are written using a Special Inventory Slip and submitted to the Inventory Management Section with an explanation as to why they suspect the inventory to be out of balance.

### **1.2.7 Consolidation and/or Stock Number Change**

- Stock Number Change. Occasionally items in stock are assigned new stock numbers. These changes may be a result of like items being consolidated under one stock number or changes to Federal Classification Codes. Changes may be generated by GSA/DLA and the Code 239 Research and Catalog unit and are updated in AMMS on a daily basis.
- The warehouse person will go to the Stores Stock locations indicated and change all the labels on the material in stock to the current stock number.
- The WFF is notified of stock number changes from Greenbelt to the WFF Stock Control Section.

### **1.2.8 General Housekeeping and Other Related Duties**

It is the responsibility of all warehouse employees to maintain good housekeeping practices in their assigned work areas. All work areas will be cleaned and trash removed daily. Special work details or projects will be assigned by the SSWS when required to ensure safe and orderly working conditions. This includes such activities as painting, repackaging, cleaning, etc.

### **1.2.9 ESDS Material Handling Procedures**

ESDS parts will be handled only by ESDS trained employees in the ESD protected area (Room 200E of Building 16W). ESDS items must be in ESD protective packaging or containers when outside of an ESD protective area. Paperwork accompanying ESDS items shall be in static dissipating bags or envelopes. No paperwork shall come in physical contact with ESDS items. All containers and tools used in an ESD protected area shall be grounded before and during use. An ESDS item packaged for shipping shall be packaged and marked in accordance with NASA-STD-8739.7. When a kit is assembled that includes an ESDS item, the kit shall be packaged and marked as ESD Sensitive.

#### **1.2.10 Return to Stock**

Customers may return serviceable material to Stores Stock. Typically this occurs when the customer no longer has a need for the material or orders the wrong part number or the wrong quantity. A Pick-up/Delivery Ticket, (Attachment 5), for the material will be generated by either Customer Service or the Inventory Management Section for return of the material to the SSW.

Once the returned material has been picked up and delivered to the SSW, the returned material will be checked for completeness and placed in a hold area with a copy of the pick-up ticket attached.

The SSWs will forward a copy of the documentation to the Inventory Manager noting if the material is acceptable for stocking. The Inventory Manager will approve or reject the documentation then run all transactions effecting the inventory.

When the inventory transactions are completed the Inventory Manager will notify the SSWs to place the material back in location.

### **1.3 Rack Storage of Materials**

Because materials in the Stores Stock Warehouse are stored at a height of more than 12 feet, certain precautions need to be taken to insure that the overhead fire sprinklers maintain their effectiveness in the event of a fire. In accordance with National Fire Protection Association (NFPA) 230 Standard for Rack Storage of Materials, pallets of materials must not be "encapsulated" with a plastic sheet that completely encloses the sides and top of pallets containing combustible materials or packaging materials. This includes individually plastic-wrapped materials stored on exposed pallets. When encapsulated pallets or individually wrapped packages are received in the Stores Stock Warehouse, the plastic wrapping will be removed before placing them in their designated storage location.

## **2.0 STORAGE AND ISSUE OF SHELF LIFE MATERIAL**

The SSWS is responsible for ensuring shelf life material is stored in a manner that ensures issues are accomplished under the First-In/First-Out (FIFO) concept. Also, material is stored in a manner conducive to the preservation of the material.

### **2.1 General**

It is the responsibility of the SSWS to maintain overall surveillance of the shelf life control program. The SSWS controls the shelf life program through the use of warehouse personnel. Warehouse personnel will physically review and be responsible for monitoring all stocked shelf life material. Warehouse personnel will constantly look for material in stock which appears to qualify for the shelf life program and which is not identified with a shelf life label. These items can be identified when the manufacturer reflects a "reinspect date" or a "do not use beyond" date. These candidates for the shelf life program will be reported to the SSWS for review and a determination as to whether or not these items should be included in the shelf life program.

The shelf life program at Wallops is monitored by the stock control person assigned to the warehouse.

### **2.2 Procedures**

Type of Shelf-Life Items. Shelf-life items are classified as nonextendable (Type I) or extendable (Type II). A Type I item has a finite nonextendable storage life after which the item is considered to be unusable. Examples of Type I items are drugs and medicines with certain characteristics. A Type II

item has an assigned shelf-life storage period, which may be extended after completion of inspection, test or restorative action. Examples of Type II items are paint, ink, tape, printing ribbon, and photographic film.

**Shelf Life Codes.** The Material Coordinator shall assign a three (3) character Quality Assurance Code to all items in AMMS. All shelf life items will be identified in AMMS by a one-digit code (alpha or numeric) which is uniformly used by all Federal agencies. Alpha codes are for non-extendable items and numeric codes are for extendable items. Quality Assurance Codes for shelf life are reflected below:

**The First digit.** Indicates a vendor code designating the type of inspection required.

**The Second digit.** Indicates which type of shelf-life material has been received - Type I/Type II.

**The Third digit.** Indicates the level/type of inspection required.

The SSWS has the responsibility to maintain an effective shelf-life control program.

<u>Shelf-life Period</u> <u>(in Months)</u>	<u>Codes</u>	
	<u>Nonextendable</u> <u>Type I</u>	<u>Extendable</u> <u>Type II</u>
1.....	A	-
2.....	B	-
3.....	C	1
4.....	D	-
5.....	E	-
6.....	F	2
9.....	G	3
12.....	H	4

<u>Shelf-life Period</u> <u>(in Months)</u>	<u>Codes</u>	
	<u>Nonextendable</u> <u>Type I</u>	<u>Extendable</u> <u>Type II</u>
15.....	J	-
18.....	K	5
21.....	L	-
24.....	M	6
27.....	N	-
30.....	P	-
36.....	Q	7
48.....	R	8
60.....	S	9

Shelf life material received for stockage will be examined by the warehouse person to ensure that material is properly identified with shelf life control labels to include expiration date label/reinspect label and a lot code identification label, (*Attachment 6*), before material is put away.

When material received for stock contains a shelf life control date or a label, the warehouse personnel are responsible for put-away and will perform several steps required to control the issue of the material, by utilizing the first in/first out concept. The following steps will be followed:

- Check material on hand and store new material so that oldest material is issued first.
- If the material is located in the "Bulk or Rack Area", the oldest material will be labeled and positioned in a manner that warehouse personnel can readily identify which material is to be issued first.
- Material which is marked "Keep Cool and Dry" will be stored or maintained in a cool area to ensure the material is not prematurely damaged due to heat and to help maintain the maximum shelf life of material.
- The warehouse person will complete the physical storage requirements and give the receiving document to the Warehouse Lead to take action and update the AMMS records.
- At WFF, items are annotated by Receiving as shelf life items. All items should be screened by storage personnel to ensure that all shelf life items are included in the program.

### **2.2.1 Processing Shelf Life Pick Slips**

- When a pick slip is received for a shelf life controlled item (*Attachment 7*) the warehouse person should review the P/S which contains the Lot number locations, and will identify the oldest lot code available for issue and its corresponding location.
- Using the First In/First Out concept, the oldest lots will be selected to fill the requisition. The quantity will be annotated on the bottom of the P/S next to the lot number that is printed by AMMS.
- In the event the Lot Code/Location data is not printed on the P/S, and there appears to be sufficient stock on hand to fill the requirement, the warehouse person can use the AMMS to determine the location or they can use the Warehouse Locator Listing in those cases when the system is down.
- In the event the lot code listed on the P/S document cannot be found, the next oldest lot should be used to complete the P/S. The lot number that cannot be located will be deleted from the AMMS database.
- When conditions are discovered that indicate additional lots are available for issue that are not loaded in the AMMS data base, warehouse personnel will give information to the Warehouse Lead to update AMMS with lot numbers found.

### 2.2.2 Quality Assurance Code Changes

The Material Coordinator will update the Quality Assurance code changes in AMMS, and will notify the SSWS who will take action to affix or remove labels on the material with any changes and update the shelf life through AMMS. (See Attachment 22).

### 2.2.3 Expired Lots Report

- The Expired Lots Reporting (*Attachment 8*) identifies those stock numbers/lot codes with an on hand balance due to expire within three months from the date of the listing. Using this listing, the warehouse person should review each item for quantity and the enforcement of FIFO procedures dictated for storage. If it is apparent that FIFO has not been followed action must be taken to correct the improper condition. If the quantity appears excessive, the SSWS should be notified to alert the Inventory Management Section for level reduction and to initiate possible vendor buy back. To ensure possible full utilization by other Federal or State Agencies, immediate action should be taken to remove the expiring material from the shelf one month prior to the expiration date. Actions will be initiated by SSWS to report the material to the Code 232 Property Disposal Section for excess.
- Type I material identified on the listing will be removed from location to prevent further issue. The SSWS will assign a 3500 series case number to the expired material indicating unserviceable shelf life, and process a excess transaction to remove the balance from the serviceable field in the AMMS data base. Material will then be disposed of in accordance with scrap procedures in *Section 7.0*.
- Type II material identified on the Expired Lots Report must be reviewed prior to extension. Before the end of the designated shelf life period, items shall be inspected to determine whether the shelf-life period can be extended. The SSWS will coordinate with the Commodity Team Lead for product re-inspection criteria and requirements. Extension of shelf life periods, based upon inspection of the material, shall be documented. If extendable, the warehouse person should affix a new “Re-inspect” label to material. This inspection criteria does not apply if the shelf-life item has a line item inventory value of \$300 or less, or if the cost of the inspection and testing is significant in relation to the value of the item. When these items can not be used, redistributed or tested, they shall be disposed of according to governing procedures. If material is found suitable for issuance on the date of the inspection the shelf-life period should be extended for a period equal to 50 percent of the original shelf-life period, and the next re-inspection date should be established accordingly. Type II material that has been determined to be no long serviceable will be processed in the same manner as expiring Type I material.

## 3.0 PREVENTIVE MAINTENANCE OF MATERIAL HANDLING EQUIPMENT

This section establishes an uniformed method for accomplishing preventive maintenance on assigned forklifts, pickerlifts that will ensure the safety of the equipment operator and prevent damage to the building, material and the equipment. In accordance with GPR 8719.1 Certification and Recertification of Lifting Devices and Equipment, all Lifting Devices and Equipment must be certified annually. Each section supervisor will ensure required certifications are performed on new equipment before being

placed in service. Annual recertification of lifting devices will be performed in accordance with procedures established by Code 239 Transportation Operations and Maintenance Section which is charged with the responsibility. At Wallops Plant Operation and Maintenance Branch (POMB), Code 228 will accomplish the annual re-certification of lifting devices.

### 3.1 General

The SSWS will control the overall assignment of forklifts and other lifting devices assigned to the Store Stock Warehouse and will maintain control to ensure preventive maintenance and corrective maintenance are performed as required.

### 3.2 Procedures

Before operating any material handling equipment Code 239 personnel will inspect the equipment to verify that it is safe for operation. A Forklift Safety Checklist, (*Attachment 9*), will be completed prior to the use of the forklift each day. The following procedures will be strictly adhered to:

a. If during the safety inspection, any deficiency is detected that will create a safety hazard or cause damage to the forklift, it will not be operated. The person performing the safety check will remove the ignition key and pass it on to the SSWS. The service contractor will be notified immediately of the deficiency so that the equipment can be repaired as soon as possible to prevent loss of production.

A tag will be attached to the forklift steering wheel that reads "Danger Do Not Operate", (*Attachment 10*).

b. During daily operations the forklift operator will continue to check all safety operations of the vehicle to include:

- brakes
- clutch
- elevating mechanism
- all gauges
- warning lights

c. After operation, the forklift will be left with the elevating system in the lowest position, hand brake set, and ignition system off. Propane fuel tanks will be turned off at the end of each day. Battery powered vehicles will be connected to the appropriate battery charger and the battery charger set on "daily" charge.

d. Higher echelon maintenance and preventive maintenance services for forklifts are performed by an outside contractor. This service will normally include:

- oil change
- lubrication

- tune-up
- electronic inspection and adjustment
- check of tires/wheels

e. Any other services that cannot be performed by the operator during the daily maintenance check-off will be performed during the scheduled PM inspection.

f. Records of the above services will be maintained in the Purchasing Section. Supervisors will obtain all outside maintenance contracts through the Section.

g. An equipment checklist will be located on each forklift whether it's intended for operation or not.

#### **4.0 Facilities Maintenance Division (FMD)**

This stockroom receives, stores and issues supplies in support of the FMD government service and contractor personnel.

#### **4.1 General**

The SSWS will control the assignment of a warehouse person to operate the FMD Stockroom that is located in Building #4. General operations and maintenance materials are stocked for elevator, carpenter, paint, power plant, refrigeration, fire protection, electric, plumbing, and industrial machine shops. In addition, materials are stocked for the mission support complex and preventive maintenance work crews.

#### **4.2 Procedures**

Storage - All material received at the FMD Stockroom will be verified for quantity and correctness by the stockroom lead prior to being placed in location. Materials are received from Building 16W Stores Stock Warehouse through the use of pick slips.

- P/S will be logged in on material description log sheets or the appropriate FMD database computer by stock number. This allows the stockroom to have a record of items received and to track those items that were backordered.
- Material being put in location should be checked for proper stock number, location and quantity.

##### **4.2.1 Issues**

When FMD personnel request issues of materials the stockroom lead completes a Stockroom Requisition (*Attachment II*).



The warehouse person locates the material, and completes the requisition to include stock number, price, description, unit of issue and job order number. The customer is given a copy of the requisition along with the material requested. The requisition is updated in the database and filed.

#### **4.2.2 Stock Replenishment**

Approval will be obtained to resupply stockroom levels when reorder points are reached. The Buildings Maintenance Operation Branch Head will approve all GSFC 20-7 requisitions to replenish stock.

Stockroom personnel will utilize AMMS, search the Stores Stock Catalog, or use the approved computer terminal interface with AMMS for new or unique items as requested by the customers if the material is not available in the FMD stockroom. An Item Review & Stockage Request (GSFC 20-19), (*Attachment 12*) will be prepared and submitted to the Code 239 Stores function for the new item to be added to AMMS.

### **5.0 HEADQUARTERS PUBLICATIONS STORAGE AND DISTRIBUTIONS**

#### **5.1 General**

Warehouse provides storage support and inventory of Headquarters publications. Distribution Specialist and Warehouseman are responsible for receiving, issuing, managing and coordinating the mailing and shipping of HQ publications, shuttle mission mailings and distribution of monthly reports.

#### **5.2 Procedures**

- a. Distribution Specialist receives publications and miscellaneous items from Receiving Inspector who will inspect material to verify quantity received. Distribution Specialist will generate appropriate paperwork, (Warehousing Services Request, NHQ Form 236, (*Attachment 13*), prior to storage. Distribution Specialist will inspect, verify customer identification, quantity received, and unit pack prior to delivering material to Warehouseman for storage.
- b. Upon receipt in Warehouse, material is counted and assigned locations by Warehouseman. Paperwork, NHQ Form 236, is forwarded to Distribution Specialist for data entry.
- c. Distributions will be prepared and staged within 4 working days upon receipt of an approved NHQ Form 236, unless the items involved are large or bulk shipments, or require specialized packaging. Emergency requirements, (e.g., shuttle mailings, conferences), will receive priority attention and be completed within a 3-day turnaround.

##### **5.2.1 Locator File Operations**

Locations of material are assigned by Warehouseman and forwarded to Distribution Specialist for storage into database and printed out on hard copies.

## 5.2.2 Return to Stock

Customers may return publications to storage if no storage space is available at Headquarters. Customer is to submit an NHQ Form 236 prior to return of publications for easy identification. When received, material is handled the same as new publications.

## 6.0 STORAGE AND ISSUE OF FORRD FORMS/PUBLICATIONS

The Stores Stock Warehouse receives and stores forms, publications and handbooks to support the FORRDS Program for GSFC and NASA HQ. Materials are received in the warehouse with a Receiving Transaction Register document. Issuing of forms is accomplished by the use of a Request for Blank Forms, Publications and Issuance (NASA FORM 2), (*Attachment 14*) submitted to the FORRDS Inventory Manager. The Inventory Manager converts the NASA FORM 2 into a pick slip through the use of AMMS.

### 6.1 Procedures

- Storage Preparation - all material presented to the warehouse will first be inspected by a receiving inspector who will attach a Receiving Transaction Register document on the material. Material not signed by a receiving inspector will be rejected and returned to the Receiving Section by the SSWS. If other receiving discrepancies i.e., quantity counts, wrong stock number, etc. are discovered, the material will be held until the SSWS can resolve the problem with receiving.
- Material received for storage will be checked and repackaged if necessary by warehouse personnel to preclude damage in storage. Any repackaging should be performed by the appropriate functional group, such as the packing and crating shop, if a bag or cardboard box/container will not protect material from damage.
- Warehouse personnel will use the barcode label printer to produce a label that will be placed on each package or box to ensure that material can be readily identified. The label will include stock number.
- In preparation to put material away warehouse personnel should look on the receiving document to determine if a location exists. If no location exists the next available storage location will be assigned and annotated on the put-away document. Where feasible warehouse personnel should consider locating fast moving items close to the issue line to reduce the time necessary to put-away or retrieve fast moving items (80/20 rule). After material has been placed in a location, warehouse personnel will provide a copy of the receiving document to the Warehouse Lead for reconciliation of location on the document to the AMMS records.

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- At Wallops for stock received from Greenbelt the stock location is annotated on the front of the pick slip. If no location exists, locations will be assigned and annotated on the document then the material will be put-away. The locations are then loaded into the AMMS database.

## **6.2 Forms/Issue**

- a. When issuing Forms/Pubs, warehouse personnel will receive a P/S which identifies the stock number, quantity, storage location, name and location of the individual requesting the issue. Warehouse personnel will identify the bin location and select the requested quantity from stock. They will initial and annotate the date on the P/S. The top copy of the P/S is separated and forwarded to the Warehouse Lead. The remaining copies will be attached to the material which is then staged on the delivery line.
- b. Forms issued with a delivery location off center, are processed slightly different, depending on the method of shipment. Those forms, which are shipped via US Mail or Federal Express, will have two copies withheld. The top copy is kept for AMMS update. Those forms shipped through the Packing and Crating Section will only have one copy retained for AMMS updating.

## **7.0 EXCESSING STORES STOCK MATERIAL**

The following instructions will be used for documenting and obtaining approval from the Government to excess or scrap stores stock material.

### **7.1 Stock In Usable Condition**

The SSWS will notify the Inventory Manager who will process an inventory transaction to adjust the inventory balance for broken units of issue under \$25 (extended value). The SSWS will excess items using the Report of Excess Property (GSFC FORM 20-9), (*Attachment 15*). The Code 239 Supply Support Branch Head will review broken units of issue over the extended dollar value of \$25 for excess action.

The GSFC FORM 20-9 will be forwarded to the appropriate Code 232 representative for concurrence. Upon concurrence, the excess documentation will be forwarded to the Property Disposal Officer (PDO), Code 235, for excess action.

## 7.2 Damaged Stock Procedures

- a. The SSWS will process an excess transaction, and will complete the Worksheet (Attachment 16), and the Log sheet (Attachment 17) for Unserviceable/Scrap Material. The SSWS will send a copy of the worksheets along with a GSFC 20-9 to Code 232 for concurrence. After concurrence, the PDO, Code 235, will assign an excess case number and forward the NASA Property Disposal Management System (NPDMS) Excess Personnel Property Pickup Authorization (NASA 1638), (*Attachment 18*), to Code 239, Equipment Management Section for action.
- b. After excess labeling is complete; the NASA FORM 1638 is forwarded to the Excess Warehouse Supervisor, who will contact the functional area holding the excess material to coordinate pickup and/or delivery.
- c. Upon contact and signature receipt from the Excess Warehouse Supervisor, the SSWS will send the material to the Excess warehouse. The SSWS maintains copies of GSFC 20-9 and GSFC 1638 worksheets.

## 7.3 Stock Items In Scrap Condition

- a. The SSWS will complete the worksheet for unserviceable/scrap material, GSFC 20-9, and a Determination and Authorization to Abandon or Destroy Surplus Property (NASA 812), (*Attachment 19*). These documents will serve as the "recommendation to scrap" material and the appropriate "disposition document". The NASA 812 will contain justification to dispose of material in the landfill. (Code 239 worksheet for used/scrap material is sufficient justification, when available). The Code 232 monitor will forward the NASA 812 to the Code 235 PDO for excess action/approval.
- b. The Code 235 PDO will assign an excess case number for audit trail purposes for the PDO approval signature.
- c. A copy of the NASA 1638 along with the approved NASA FORM 812 will be forwarded to Code 239 to dispose of the items.
- d. The NASA 812 must be signed by one person witnessing the actual disposal in the designated dumpster. The witness will be an employee outside the functional area having accountability of the material.
- e. A copy of the NASA 812 signed by the witness will be returned to the Code 235 PDO, to serve as the receipt document in closing the excess case file. The SSWS will maintain copies of the worksheet, GSFC 20-9, and NF 812 along the NF 1638.
- f. Excess Stores Stock material containing hazardous material will be processed in the same manner as above, except in lieu of a witness to destroy, the NASA 812 will be signed in the witness block, at the time the material is removed from the holding area by Code 250, Health and Safety Officer.

## **8.0 HAZARDOUS MATERIAL PROGRAM**

### **8.1 General**

It is Code 239's policy that the work place be a safe and healthy environment for employees. To achieve and maintain this goal Code 239 has developed a Hazardous Materials Management Plan to reduce the risk of injury and illness to employees caused by hazardous material. The purpose of the plan is to establish a hazardous material handling program, which prescribes Code 239's, policies, assigns responsibility and establishes procedures for employees working with hazardous materials.

#### **8.1.1 Material Safety Data Sheets (MSDS).**

Material Safety Data Sheets (Attachment 20) provide information about hazardous materials, what forms they take, what safety and health risks they present, and how they enter the body, affecting health.

The MSDS is a written document, which discusses at length the hazardous properties of the chemicals, which make up a product; they identify the health effects from over-exposure, emergency and first aid procedures, and precautions to ensure safe use. Our material suppliers who have evaluated their products for hazards provide MSDS' to Code 239. Up-to-date MSDS files can be obtained from [www.msdssearch.com](http://www.msdssearch.com).

#### **8.1.2 Protective Equipment.**

Personal protective equipment must be used in the handling and processing of all hazardous materials as indicated on the Material Safety Data Sheets. It is the responsibility of the SSWS to ensure that all equipment is maintained in a safe and reliable condition, and that all employees are thoroughly familiar with the proper use of this equipment. The following personal protective equipment will be maintained in the Stores Stock warehouse available for use, as follows:

Eye and Face Protection. Designed to protect against injury from flying objects or liquids. Includes face shields, goggles, or safety glasses.

Respiratory Protection. In case of dusts, fogs, fumes, mists, gases, smoke, sprays or vapors, personnel will avoid these areas to prevent possible health hazards. The Health Unit on GSFC controls respirators and self-contained breathing apparatus. Call 911 to report a problem and the Health Unit personnel will respond.

Protective Clothing. Includes gloves, boots, and outer garments.

### **8.2 Program Controls and Objectives**

Code 239 has a hazardous material handling program which is designed to provide safety controls and objectives necessary to protect the life and health of company and government employees, and to

prevent damage to property, materials, supplies, and equipment. Program controls consist of operating procedures, procedural checklists, audits, and designated safety committees. These controls are included in all areas of hazardous material handling.

The SSWS is responsible for ensuring that safe hazardous material handling procedures and practices are followed for the Stores Stock warehouse. The following information is applicable to the Stores Stock warehouse and is provided to supplement the detailed procedures contained in the Hazardous Materials Management Plan.

### **8.3 Warehousing**

As a general rule of thumb most hazardous material received by Code 239 is direct turn over to a GSFC customer. All requests for stockage of hazardous material by a GSFC customer must be approved by Code 230.

**8.3.1** When hazardous material is received by the Stores Stock warehouse or other stockrooms, Stores Stock personnel will label the hazardous material with a sticker denoting hazard. Stores Stock personnel will store material in a hazardous material cabinet. Warehouse personnel should refer to the applicable MSDS to resolve any questions about the class of a hazardous material.

**8.3.2 Stacking of Hazardous Material.** To conserve storage space it is common practice to stack material including hazardous materials. Stacking can be done safely if the following conditions are addressed and OSHA guidelines followed:

Climate and temperature control.

Storage rack suitability.

Condition of handling equipment.

To ensure safe stacking of hazardous material the following practices must be followed:

- Stacking height will not exceed twelve feet.
- Clearance between hazardous materials and warehouse walls will be at least three feet.
- Clearance between products and sprinkler units will be at least three feet.
- Clearance between hazardous material and other material will be at least three feet.

### **8.3.3 Spill Control Procedure**

In the event that hazardous chemicals are spilled, the following measures are to be taken immediately:

- a. Call 911 for chemical spills at GSFC, and wait for instructions in assisting the Safety and Environmental Branch (Code 250) in the proper clean up of the spill. Call 1333 at Wallops for similar instructions.
- b. Notify the Supervisor immediately.
- c. Use required protective equipment.
- d. Determine the nature of the material spilled from the packing ticket, shipper, or supplier.
- e. Block all entry points to storm sewer drains and contain the spill in as small an area as possible. Use the following material to block the drains: sand, dirt, rags
- f. Proceed with clean-up operations as recommended by the HSSO with the aid of the MSDS.
- g. Use acceptable absorbent material to contain the spill. The following material is acceptable and is maintained in the warehouse area:
  - vermiculite (spill kit)
  - sand (loading docks)
- h. In the event the chemical involved in the spill is unknown, the following procedures will be taken:
  - Call 911 at GSFC and 1333 at WFF.
  - Code 239 and the HSSO will work together in the clean-up process.
  - Rubber clothing, including gloves, boots, and outer garments will be worn.
  - Chemical eye goggles and self-contained breathing apparatus will be used.
  - The Government FOM for the building where the spill took place will be notified.
- i. Safety showers are available at Building 27 and Building 16W, Upper and Lower Warehouses, GSFC, Greenbelt, MD and at Building N22 and F7 at WFF.
- j. All contaminated water and contaminated clothing will be placed in plastic bags and held to await disposition instructions from Code 250.

#### **8.4 Hazardous Waste Material Handling**

It is essential that hazardous waste material be handled absolutely in accordance with the procedures in this section. If in doubt of any procedure the Safety Office must be contacted for guidance. An error, no matter how well intentioned, could result in law suits, criminal prosecution, and fines against Code 239 and the employee who made the mistake.

##### **Responsibilities**

Code 239 personnel will be responsible for contacting Environment/Hazardous Waste Protection Control for pickup of hazardous waste (Code 250).

Goddard Space Flight Center - Ext. 6/9233



Wallops Flight Facilities - Ext. 7/19

## **9.0 REPORTS**

### **9.1 Facility Maintenance Division (FMD)**

The Facility Maintenance Division (Code 227) is required to prepare semi-annual and annual reports for submission to the GSFC Financial Management Branch via Code 232. The following reports will be prepared and submitted in accordance with specific guidance received from the Logistics Management Division (Code 230) by May 15th (Semi-annual) and November 15th (Annual) of each year.

- Analysis of Inventories Report (NASA 1489)
- Semi-annual Report of Personal Property Management Operations (NASA 1324)

### **9.2 General Requirement For All Reports**

All reports will be in agreement for those elements in common. That is, when the same data appears on two or more reports, there will be no discrepancies between the reports. However, the appropriate hardcopy NASA form is acceptable. The data reported will include data for which GSFC retains accountability under the Installation Provided Government Property clause of the NASA FAR Supplement. The NASA Materials Inventory Management Manual, NPR 4100.1\_ provides reporting details and formats.

## **10.0 MANAGEMENT OF SENSITIVE ITEMS**

### **10.1 Selection and Approval**

NPR 4100.1 defines a sensitive item, an item which due to its pilferable nature requires a stringent degree of control. At the direction of Code 230, Code 239 has developed a list of sensitive items in stores stock which consider an item's storage characteristics, cost and potential for theft or unauthorized use. This list has been reviewed and approved by Code 232. Any subsequent additions, changes, or deletions to the list of sensitive items will be reviewed and approved by Code 232.

### **10.2 Storage Considerations**

Non-hazardous sensitive items will be stored only in designated and secured areas that are approved by Code 232. Sensitive items with hazardous characteristics will be stored only in areas authorized for hazardous item storage. Where required, stockage objectives and replenishment quantities will be constrained in order to ensure adequate space within authorized secured areas.

### 10.3 Responsibilities

The Stores Stock Warehouse Supervisor is responsible for ensuring that items designated as "sensitive" on the Sensitive Items in Stores Stock List, (Attachment 21), are stored in designated and secured areas that are approved by Code 232. If secure storage space is insufficient to accommodate the range and depth of sensitive items, the SSWS should contact the Supply Operations Section Head to review stockage objectives and replenishment quantities to reduce levels to ensure adequate space within authorized secure areas.

### 11.0 QUALITY CONTROL PROCESS

The Stores Stock Warehouse operation will be evaluated on the effectiveness of the storage and issue of items, warehousing and re-warehousing, space utilization, maintenance of materials handling equipment and the identification and resolution of identified problems. This will include the development and implementation of quality control processes for the areas noted above to ensure they are checked on a periodic and regular basis, and conforms to agency standards as specified in NPR 4100.1, NASA Materials Inventory Management Manual.

Specifically, the Stores Stock Warehouse operation will be evaluated on the performance of the following functions:

- Manages and maintains the automated inventory database which ensures recorded balances and locations match the on-hand quantities and actual locations of the warehoused items.
- Stores materials in a timely manner, appropriately updating automated supply system records, in accordance with the SOP.
- Establishes and maintains a shelf-life program to prevent premature deterioration of stocked material.
- Operates program stock rooms in accordance with NASA regulations and GLSC requirements.
- Provides effective warehousing support for the warehousing of EEE parts for which Code 230 is providing reimbursable or dedicated support, and operates a dedicated EEE parts storage facility that complies with all requirements of the GSFC Office of Flight Assurance.

The Stores Stock Warehouse Supervisor will cause each area reflected above to be routinely inspected to ensure conformity to established standards and performance criteria. Where errors, omissions, or performance is below standard the SSWS will provide the necessary training, retraining and/or counseling of individuals to bring the performance within acceptable limits. Records will be established and maintained to reflect the date of the periodic audit, the results of the audit and any corrective action taken. Where continued failure to meet acceptable standards is observed the SSWS will notify the Supply Support Branch Head for follow-on guidance.

## **12. NONCONFORMANCE MANAGEMENT**

### **12.1 Major Non-Conformances**

The overall Nonconformance Lead (NCL) for the activities in this work instruction is the Code 232 Supply and Receiving Team Lead. The NCL serves as the principal point of contact within LMD responsible for the management and proper functioning of the nonconformance process in that functional area, provides technical oversight and identifies nonconformance trends that may require changes to existing policies or procedures, and reports significant issues to higher management. The NCL is also responsible for reviewing and processing Nonconformance Reports (NCRs) received from any source as well as directing and documenting corrective actions taken in response to NCRs.

The primary documentation for these activities is created in the automated Nonconformance Reporting/Corrective Action (NCR/CA) System, which is accessed via the GSFC QMS website.

### **12.2 Minor Nonconformances**

There is no single method for documenting and dispositioning minor nonconformances. All minor nonconformances must be recorded in an approved record, and, the cognizant supervisor will review the documentation and determine the most appropriate disposition. In those instances when a close out action is necessary, it will also be annotated in an approved record. In the case of this work instruction, nonconformances are primarily discovered during actual Stores Stock Warehousing, operations.

### **12.3 Nonconformance Initiation and Disposition**

After the NCL reviews an NCR, the NCL will request and/or develop disposition recommendations. For most shipments, this will be an internal process. In the case of services provided directly under the direction of operational Projects, the appropriate Project personnel will be consulted. In some cases, the Project may assume control of the NCR/CAS process. In those cases, the NCL will update the NCR to show this transition. In all other cases, the NCL will lead the NCR disposition process.

Once the review is complete, the NCL will input the disposition into the NCR/CA System. In cases where policy may be affected, the LMD management will be consulted prior to completing the disposition process. If no corrective actions are required, the NCL will close out the NCR.

### **12.4 Corrective Actions**

If resolution of the NCR involves initiation of corrective action, the NCL will continue to update the NCR with Root Causes, Actions Taken and Remedial Actions if and when they are part of the corrective action process. Upon completion of all corrective actions, the NCL will close out the NCR. In some cases corrective actions will point to other nonconformance issues that need to be resolved. If this happens, the NCL will create a follow-on NCR, and the process will begin again.



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## ATTACHMENT 1

## RECEIVING TRANSACTION REGISTER

Logistics Mgmt. Division: AMMS

Source Type: Supplier  
Source: OFFICE SOURCE

Report Date: 06-OCT-1999 08:32  
Page: 2 Of 2

Font Size 6

Receiving Transactions Register  
TW

Item	Rev Category	Description	Receipt Number	Document	Txn Date	Txn Type	Unit Quantity	Price
7530-00-G95-0266	1213-7530	PAPER, COPYING, DIRE CT	29705	6158-2-1	02-SEP-99	Accept	Box 4	58
Destination Type: Receiving Destination To Person: Destination To Location: Destination Subinventory: Destination Locator: ..								
Document Type: Standard Purchase O Buyer: Fava, Mrs. Sharon Packing Slip Number: Creation Date: 02-SEP-99 Transaction Reason:								
7530-00-G95-0266	1213-7530	PAPER, COPYING, DIRE CT	35993	6158-2-2	06-OCT-99	Accept	Box 3	58
Destination Type: Receiving Destination To Person: Destination To Location: Destination Subinventory: Destination Locator: ..								
Document Type: Standard Purchase O Buyer: Fava, Mrs. Sharon Packing Slip Number: Creation Date: 06-OCT-99 Transaction Reason:								
Parent Txn Type: Receive Receiver: Weise, Mr. Terry Quality Code: ACCEPTABLE Exception:								

Go To...    < Previous    Next >    Last >|



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## ATTACHMENT 2 STORE STOCK PICK SLIP

Pick Slip

Report Date: 27-OCT-1999 00:43  
Page: 39 of 43  
Pick Slip Page: 1 of 1

SHIP TO: 99237284180705  
Banning, Rhonda  
Building: HQ Room: 1041 Code: CF-2  
Headquarters  
95961  
Washington, DC 20546  
United States  
Attn:

Pick Slip Number: 95733  
Batch Name: 35655  
Warehouse: Goddard Space Flight Center  
Order Number: 90517  
Order Date: 26-OCT-99  
P.O. Number: 8501  
Planned Carrier:  
Requisition Number:  
Requestor:

Picker:  
Waybill:  
Freight Amount:

Number	Primary Subinv	Primary Location	Quantity Requested	Shipped	Item	Location	Ship Set	Unit
1		Not Specified	120		7510-00-NB3-4436 PAPER, COPYING, XERO	ROOM		Box
Detail Quantity		Subinventory	Revision	Lot Number				
215691	120	Stores						

SHIPPING NOTES:

\*\*\* End of Pick Slip \*\*\*



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**ATTACHMENT 3  
SPECIAL INVENTORY SLIP  
(GNLD 9-5)**

**230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP**  
**TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.**

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**ATTACHMENT 4  
STORES STOCK REQUISITION  
(GSFC FORM 20-7W—WALK-THRU)**

PRO-GRAM YEAR		GODDARD SPACE FLIGHT CENTER EMERGENCY WALK-THROUGH STORES STOCK REQUISITION Code 239										CODE	
JOB ORDER NO.		DOCUMENT NO. 03425				BLDG. * * *		ROOM		LAST NAME			
LINE NO.		NATIONAL STOCK NUMBER				DESCRIPTION				UNIT OF ISSUE		QUANTITY ORDERED	
1.													
2.													
3.													
4.													
5.													
REQUESTED BY		CODE				EXT.		RECEIVED BY		DATE			
APPROVAL (SIGNATURE)		TITLE (BRANCH HEAD OR ABOVE)				DATE		ISSUED BY		DATE			

**Emergency** walk-throughs for stores stock material are intended for use when normal deliveries times will not prevent or correct a work stoppage. Quantities greater than needed to prevent or correct the work stoppage should be ordered through normal ordering procedures.

LOGISTICS SUPPLY COPY NO. 1

GSFC 20-7W (2/93)



**DIRECTIVE NO.** 230-SOP-4100.14B  
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**EXPIRATION DATE:** \_\_\_\_\_

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## ATTACHMENT 5 PICK-UP AND DELIVERY TICKET

### Pick-Up and Delivery Ticket

☐ Customer Has Documentation

Control Number \_\_\_\_\_

Date Orig: \_\_\_\_\_

**Reason:**

- |   |  |
|---|--|
| <input type="checkbox"/> Doesn't want     | <input type="checkbox"/> Not ordered   |
| <input type="checkbox"/> Not expected     | <input type="checkbox"/> Duplicate     |
| <input type="checkbox"/> Wrong material   | <input type="checkbox"/> Wrong Quality |
| <input type="checkbox"/> Damaged/Expired  | <input type="checkbox"/> Undeliverable |
| <input type="checkbox"/> Refused Delivery | <input type="checkbox"/> Other         |

STOCK No: \_\_\_\_\_

DOCUMENT No: \_\_\_\_\_

Qty: \_\_\_\_\_ U/I: \_\_\_\_\_

**WAREHOUSE:**

☐ SN Unknown ☐ Not in system

QTY Rec'd (if different) \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PICK UP**

Name: \_\_\_\_\_

Bldg: \_\_\_\_\_ Rm: \_\_\_\_\_

Code: \_\_\_\_\_ Ext: \_\_\_\_\_

JON/FY: \_\_\_\_\_

Initiator: \_\_\_\_\_

Nomenclature: \_\_\_\_\_

**Research Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELIVER TO**

Name: \_\_\_\_\_

Bldg: \_\_\_\_\_ Rm: \_\_\_\_\_

Code: \_\_\_\_\_ Ext: \_\_\_\_\_

Routing:	
Rec'd	Complete
CS	✓ _____
IM	✓ _____
R&C	✓ _____
Originator	✓ _____

**Code 239 Actions Required Only:**

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Credit Initials: _____ |                               |
| <input type="checkbox"/> Re-establish Request   |                               |
| <input type="checkbox"/> Exchange               |                               |
| <input type="checkbox"/> 1348                   |                               |
| <input type="checkbox"/> TP29                   | <input type="checkbox"/> TP77 |
| <input type="checkbox"/> Off line               |                               |

Credit: \_\_\_\_\_

IM Section: Original Copy

Warehouse: Pink Copy

SUP - 40 (Revised 5/94)

Transportation:

Research/Catalog:

Originator:

Yellow Copy

Goldenrod Copy

Blue Copy

**CHECK THE Code 230 Electronic Library**  
[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
**TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.**

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## ATTACHMENT 6 SHELF LIFE LABELS

DO NOT USE  
AFTER \_\_\_\_\_

**REINSPECT**

**DATE**  
\_\_\_\_\_

**SHELF LIFE**  
**ITEM**  
**LOT CODE**  
\_\_\_\_\_

DIRECTIVE NO. 230-SOP-4100.14B  
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ATTACHMENT 7  
PICK SLIP FOR SHELF-LIFE ITEM

Pick Slip

Report Date: 20-OCT-1999 00:43  
Page: 136 of 139  
Pick Slip Page: 1 of 1

SHIP TO: 99237284180705  
Smoot, Uvette  
Building: HQ Room: 5822 Code: YR  
Headquarters  
01413  
Washington, DC 20346  
United States  
Attn:

Pick Slip Number: 96566  
Batch Name: 35376  
Warehouse: Goddard Space Flight Center  
Order Number: 90343  
Order Date: 19-OCT-99  
P.O. Number: 8227  
Planned Carrier:  
Requisition Number:  
Requestor:

Picker:  
Waybill:  
Freight Amount:

Number	Subinv	Primary Location	Not Specified	Quantity Requested	Shipped Item	Ship Set Unit
1				2	6850-00-096-0164 TONER, INDIRECT	Each

Detail Quantity Subinventory Revision Lot Number Location Attn:  
214157 2 Stores 1253 920A06030

SHIPPING NOTES:  
\*\*\* End of Pick Slip \*\*\*



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## ATTACHMENT 8

### EXPIRED LOTS REPORT

Report Date: 30-SEP-1999 13:30  
Page: 1

Goddard Space Flight Center  
Sorted by: Item, Expiration Date, Lot Number  
Expired Lots Report  
Lots Expired by : 30-SEP-99  
Items From: 0000-00-000-0000  
To: ZZZZ-ZZ-ZZZ-ZZZZ

Item: 5970-00-240-0617 Rev: Description: TAPE INSULATION ELEC  
Expire Date Lot Number Subinv Location UOM Quantity Serial Number  
30-APR-98 142 Stores 806016052.. RO 4  
Total Quantity: 4.00

Item: 5970-00-644-3167 Rev: Description: TAPE INSULATION ELEC  
Expire Date Lot Number Subinv Location UOM Quantity Serial Number  
30-MAY-98 19 Stores 806005050.. RO 142  
Total Quantity: 142.00

Item: 5970-00-686-9151 Rev: Description: TAPE INSULATION  
Expire Date Lot Number Subinv Location UOM Quantity Serial Number  
30-DEC-97 110 Stores 913027010.. RO 6  
Total Quantity: 6.00

Item: 5970-00-753-6186 Rev: Description: TAPE INSULATION ELEC  
Expire Date Lot Number Subinv Location UOM Quantity Serial Number  
31-MAY-99 120 Stores 806005051.. RO 2  
Total Quantity: 2.00

Item: 5970-00-954-1622 Rev: Description: INSULATION SLWG ELEC  
Expire Date Lot Number Subinv Location UOM Quantity Serial Number  
30-MAY-98 111 Stores 807013060.. FT 34  
Total Quantity: 34.00

DIRECTIVE NO. 230-SOP-4100.14B  
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EXPIRATION DATE:

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ATTACHMENT 9  
FORKLIFT SAFETY CHECKLIST



CORTEZ III SERVICE CORPORATION  
NASA/Goddard Space Flight Center, Greenbelt, MD 20771

Forklift Safety Checklist

For week beginning: \_\_\_\_\_

Make: \_\_\_\_\_

Serial Number: \_\_\_\_\_ NASA Tag Number: \_\_\_\_\_

COMPLETE CHECKLIST DAILY, TURN IN TO SECTION SUPERVISOR WEEKLY AND  
RETAIN IN SECTION FILES FOR ONE YEAR.

ANSWER THE FOLLOWING QUESTIONS BEFORE MOVING OR STARTING THE LIFT



INDICATES OK



INDICATES SOMETHING IS WRONG

	MON	TUES	WED	THUR	FRI
1. FIRE EXTINGUISHER.....					
2. FORKS LOWERED.....					
3. POWER OFF.....					
4. PARKING BRAKES SET.....					
5. STEERING.....					
6. HORN.....					
7. BRAKES.....					
8. TILT F/B.....					
9. WARNING LIGHT.....					
10. SAFETY BACK-UP HORN...					
11. TIRES.....					
12. BATTERY.....					
13. FLUID LEAKS.....					
Initials of Inspector					

Remarks: \_\_\_\_\_

DIRECTIVE NO. 230-SOP-4100.14B  
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EXPIRATION DATE: \_\_\_\_\_

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**DO  
NOT  
OPERATE**



Signed by \_\_\_\_\_

Date \_\_\_\_\_

TU-14

## **STOCKROOM REQUISITION (GSFC 20-7s)**

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

**DIRECTIVE NO.** 230-SOP-4100.14B  
**EFFECTIVE DATE:**  
**EXPIRATION DATE:**

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## ATTACHMENT 11

GODDARD SPACE FLIGHT CENTER STOCK ROOM REQUISITION CODE 239									
40204		BLDG.	ROOM	NAME				CODE	
LINE No.	NATIONAL STOCK NUMBER				DESCRIPTION	PRICE	UNIT OF MEASURE	QUANTITY ORDERED	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
REQUESTED BY				CODE	EXT.	RECEIVED BY		DATE	
APPROVAL (SIGNATURE)				DATE		ISSUED BY		DATE	

GSFC 20-7S(3/89)

LOGISTICS SUPPORT DEPOT COPY NO. 1

☆ U.S. GPO: 1999 - 455-338/17008

## ITEM REVIEW AND STOCKAGE REQUEST

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)

TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.



**DIRECTIVE NO.** 230-SOP-4100.14B  
**EFFECTIVE DATE:** \_\_\_\_\_  
**EXPIRATION DATE:** \_\_\_\_\_

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(GSFC 20-19)

## ATTACHMENT 12

11649

GODDARD SPACE FLIGHT CENTER ITEM REVIEW AND STOCKAGE REQUEST			INSTRUCTIONS (See Reverse): Complete Set, Retain Copy No. 4, Send Copy No. 1, 2, and 3 to Code 239.			1. DATE OF REQUEST	
2. MANUFACTURER'S PART NUMBER OR NATIONAL STOCK NUMBER	3. ITEM NAME	4. NAME OF MANUFACTURER (and Phone Number if Known)	5. UNIT OF ISSUE	6. ESTIMATED MONTHLY AMOUNT TO BE ORDERED*	(FOR USE BY STORES STOCK ONLY) NATIONAL STOCK NUMBER	UNIT PRICE	
7. ADDITIONAL INFORMATION:							
Amount should be both authentic and continuous in nature. If for a one time requirement, leave this column blank and submit a GSFC 20-7 with this form.							
3. REQUESTED BY (Name)		Phone No.	Date	Code	9. APPROVED BY (Branch Head or Higher)		Date
					10. CODE 239 APPROVAL		Date

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
 TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-4100.14B  
EFFECTIVE DATE:  
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## WAREHOUSING SERVICES REQUEST (NHQ FORM 236)

### ATTACHMENT 13

NASA National Aeronautics and Space Administration		Warehousing Services Request (Detailed instructions on reverse. Mail completed form to the Warehouse Manager or fax to (202) 358-3370.)				CHECK ONE: <input type="checkbox"/> STORAGE <input type="checkbox"/> DISTRIBUTION	
REQUESTER (Last, First, Middle Initial)	CODE	BLDG/RM	TELEPHONE	FAX	DATE REQUESTED		
<b>SECTION 1: SERVICES</b>							
Check all that apply. If additional space is needed, use NHQ Form 236A, "Warehousing Services Request Continuation Sheet."							
<input type="checkbox"/> NEW PUBLICATION		Publication Storage:		<input type="checkbox"/> EXHIBITS <input type="checkbox"/> ARTWORK			
<input type="checkbox"/> REVISED PUBLICATION		<input type="checkbox"/> RESTRICTED (Specify)		<input type="checkbox"/> OTHER (Specify)			
Existing Stock: <input type="checkbox"/> Use <input type="checkbox"/> Destroy		<input type="checkbox"/> UNRESTRICTED					
STOCK #	NEMS #	TITLE/DESCRIPTION	UNIT	QTY	INTERNAL USE ONLY LOCATION INITIALS		
<b>SECTION 2: STORAGE DETAILS</b>							
<input type="checkbox"/> RETAIN STOCK UNTIL SUPPLY EXHAUSTED		<input type="checkbox"/> DESTROY STOCK (Date)		NOTIFY REQUESTER TO REORDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	REORDER LEVEL	MONTHLY USAGE	
<b>SECTION 3: DISTRIBUTION</b>							
SHIP VIA: <input type="checkbox"/> 1ST CLASS <input type="checkbox"/> 3RD CLASS <input type="checkbox"/> SPECIAL 4TH CLASS <input type="checkbox"/> OTHER (Attach GSFC Form 20-4):					DATE NEEDED		
DELIVER TO:		ADDRESS			CITY/STATE/ZIP		
DELIVER TO:		ADDRESS			CITY/STATE/ZIP		
<input type="checkbox"/> IF ADDITIONAL ADDRESSES ARE NEEDED, CHECK HERE AND ATTACH AN NHQ FORM 69 OR 69A.							
<b>SECTION 4: SPECIAL INSTRUCTIONS</b>							
SPECIAL INSTRUCTIONS:							
<b>SECTION 5: RECORD OF APPROVALS</b>							
NAME AND TITLE OF APPROVING OFFICIAL (Section Head or higher)					MAIL CODE		
APPROVING OFFICIAL'S SIGNATURE					DATE		
PROPERTY CUSTODIAN'S NAME AND SIGNATURE					DATE		
	DATE	TIME	INITIALS	INTERNAL USE ONLY			
MOVE SERVICES				MOVE SERVICES CONTROL NUMBER			
WAREHOUSE				CARRIER			
MAIL MANAGER				GBL NUMBER	SHIPPED VIA:		
STAGING COMPLETED				WAREHOUSE USE ONLY			
SHIPPED/MAILED							

NHQ FORM 236 SEP 95

REPRODUCED AT GOVT. EXPENSE

DIRECTIVE NO. 230-SOP-4100.14B  
EFFECTIVE DATE: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

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REQUEST FOR BLANK FORMS,  
PUBLICATIONS AND ISSUANCES  
(NASA FORM 2)

ATTACHMENT 14

☆ U.S.G.P.O.: 1994 - 378-073

NASA Request for Blank Forms, Publications and Issuances					SUPPLIER USE ONLY			
TO: Goddard Space Flight Center, (239.9) Stores Stock		2. REQUESTOR NAME (Also initial)		3. LOCATION (HQ, ARC, etc.)		10. ISSUED TO HQ, ARC, etc.)		
1. SHIP TO (Only if different than information at right)		4. OFFICE CODE		5. BUILDING				
		7. TELEPHONE		8. ORDER DATE		9. JON	11. ISSUE DATE	
ATTN:		STOCK NO.		QUANTITY ORDERED		QUANTITY ISSUED*		
DOCUMENT NO. a.	EDITION DATE b.	TITLE OR DESCRIPTION c.		STOCK NO. d.		QUANTITY ORDERED e.		QUANTITY ISSUED* f.

\* SEE REVERSE OF PART 4 FOR BACKORDERS.  
NASA FORM 2 APR. 91 PREVIOUS EDITION MAY BE USED.

Nº 33072

PART 1 ORIGINAL

CHECK THE Code 230 Electronic Library  
[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-4100.14B  
EFFECTIVE DATE:  
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REPORT OF EXCESS PROPERTY  
(GSFC FORM 20-9)

ATTACHMENT 15

GODDARD SPACE FLIGHT CENTER REPORT OF EXCESS PROPERTY				EXCESS CASE NO.
DATE	ORGANIZATION	PDO USE ONLY CODE		
CONTACT AND LOCATION FOR PICKUP				
NAME	EXTENSION	BUILDING	ROOM	
COMPLETE DESCRIPTION - INCLUDE MANUFACTURER, MODEL, SERIAL NUMBER, VOLTAGE REQUIREMENTS IF APPLICABLE, DIMENSIONS AND WEIGHT				
CONDITION CODE - PLACE X IN APPROPRIATE BOX		FEDERAL SUPPLY CLASS	UNIT OF ISSUE	QUANTITY
<input type="checkbox"/> 1 - UNUSED - GOOD <input type="checkbox"/> 7 - REPAIRS REQUIRED - GOOD <input type="checkbox"/> 2 - UNUSED - FAIR <input type="checkbox"/> 8 - REPAIRS REQUIRED - FAIR <input type="checkbox"/> 3 - UNUSED - POOR <input type="checkbox"/> 9 - REPAIRS REQUIRED - POOR <input type="checkbox"/> 4 - USED - GOOD <input type="checkbox"/> X - SALVAGE <input type="checkbox"/> 5 - USED - FAIR <input type="checkbox"/> S - SCRAP <input type="checkbox"/> 6 - USED - POOR		UNIT COST		TOTAL COST
AUTHORIZED SIGNATURE				DATE

GSFC FORM 20-9 (3/82)

Previous Editions are Obsolete

PROPERTY MANAGEMENT BRANCH COPY

WORKSHEET FOR  
UNSERVICEABLE/SCRAP MATERIAL

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)

TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-4100.14B  
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(ADM - 5)

ATTACHMENT 16

WORKSHEET FOR UNSERV/SCRAP MATERIAL

Section 1

TC/ STOCK NUMBER / DOCUMENT NUMBER / UI / QUANTITY / LOT NUMBER / DATE

Section 2

Mfg. Part No.

Nomenclature

FMC

Unit \$

Extended Cost \$

Reason or Condition of Material

Section 3

UPDATED

UPDATED

SIGNATURE

LOG SHEET FOR

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-4100.14B  
EFFECTIVE DATE: \_\_\_\_\_  
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**UNSERVICEABLE/SCRAP MATERIAL  
(ADM-5)**

**ATTACHMENT 17**

**Store Stock Scrap Material  
(Unserviceable Items)**

Total Cost \_\_\_\_\_  
Line Items \_\_\_\_\_  
DCN # \_\_\_\_\_

Stock Number	U/I	QTY	Unit Cost	Extended Cost	Noun	Transaction Updated	Initials

CHECK THE Code 230 Electronic Library  
[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.




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EXPIRATION DATE:

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**NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM (NPDMS)  
EXCESS PERSONAL PROPERTY PICKUP AUTHORIZATION  
(NASA FORM 1638)**

**ATTACHMENT 18**

 NASA Property Disposal Management System (NPDMS) Excess Personal Property Pickup Authorization		1. CASE NO.	2. DATE
3. INITIATOR (Name, Code, telephone)		5. CASE DESCRIPTION	
4. PROPERTY LOCATION (Bldg., Room, ZIP Code)			
6. PROPERTY CATEGORY		7. U/M	8. QUANTITY
<input type="checkbox"/> a. INSTALLATION <input type="checkbox"/> d. MATERIALS INV. <input type="checkbox"/> g. PRECIOUS METAL <input type="checkbox"/> b. CONTRACTOR-HELD <input type="checkbox"/> e. COMP. SYSTEM ITEM <input type="checkbox"/> h. HAZARDOUS ITEM <input type="checkbox"/> c. ARTIFACT <input type="checkbox"/> f. EXCHANGE SALE <input type="checkbox"/> i. OTHER		9. UNIT COST	10. TOTAL
THE ABOVE LABEL CONTAINS A DESCRIPTION OF THE EXCESS PROPERTY REPORTED TO THE PROPERTY DISPOSAL OFFICER. THE LABEL MAY BE ATTACHED DIRECTLY TO THE PROPERTY OR PLACED ON A STRING TAG AND ATTACHED TO THE ITEM. UPON RECEIPT OF THIS TURN-IN AUTHORIZATION, COMPLETE THE PROCESS.			
11. RECEIVED BY (Transportation)	12. DATE	13. RECEIVED BY (Warehouse)	14. DATE

NASA FORM 1638 DEC 88

COPY 1 - LABEL / NOTIFICATION

CHECK THE Code 230 Electronic Library  
[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.




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DETERMINATION AND AUTHORIZATION TO ABANDON OR DESTROY SURPLUS  
PROPERTY  
(NASA FORM 812)

ATTACHMENT 19

 National Aeronautics and Space Administration		<b>Determination and Authorization to Abandon or Destroy Surplus Property</b>		
<input type="checkbox"/> INSTALLATION PROPERTY		<input type="checkbox"/> GOVERNMENT-OWNED CONTRACTOR INVENTORY		
<b>SECTION I</b>				
NAME AND ADDRESS OF REPORTING INSTALLATION		NAME AND ADDRESS OF CONTRACTOR		
LOCATION OF PROPERTY		CONTRACT NUMBER/EXPIRATION DATE		
<b>SECTION II</b>				
ITEM NO.	DESCRIPTION	QTY.	WEIGHT	ACQUISITION COST
TOTAL WEIGHT		TOTAL ACQUISITION COST		PROPERTY VOUCHER NUMBER
<b>SECTION III</b>				
FINDINGS AND RECOMMENDATIONS				

## MATERIAL SAFETY DATA SHEET

### ATTACHMENT 20

# Mallinckrodt Material Safety Data

Emergency Phone Number: 314-982-5809

## ACETONE

### PRODUCT IDENTIFICATION:

Synonyms: Dimethylketone; 2-propanone  
Formula CAS No.: 67-64-1  
Molecular Weight: 58.08  
Chemical Formula:  $\text{CH}_3\text{COCH}_3$   
Hazardous Ingredients: Acetone

### PRECAUTIONARY MEASURES

HAZARD: EXTREMELY FLAMMABLE. HARMFUL IF SWALLOWED OR INHALED.  
CAUSES IRRITATION.

Keep away from heat, sparks and flame.  
Avoid contact with eyes, skin and clothing.  
Keep container closed.  
Use with adequate ventilation.  
Avoid breathing vapor.

### EMERGENCY/FIRST AID

If swallowed, induce vomiting immediately by giving two glasses of water and sticking finger down throat. Never give anything by mouth to an unconscious person. If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. In case of contact, immediately flush skin or eyes with plenty of water for at least 15 minutes. In all cases call a physician.  
SEE SECTION 5.

DOT Hazard Class: Flammable Liquid

### SECTION 1 Physical Data

Appearance: Clear, colorless, volatile liquid.  
Odor: Fragrant, mint-like  
Solubility: Miscible in all proportions in water.  
Boiling Point:  $56.5^\circ\text{C}$  ( $133.7^\circ\text{F}$ )  
Melting Point:  $-95^\circ\text{C}$  ( $-139^\circ\text{F}$ )  
Specific Gravity: 0.8  
Vapor Density (Air=1): 2.0  
Vapor Pressure (mm Hg): 400 @  $39.5^\circ\text{C}$  ( $103^\circ\text{F}$ )  
Evaporation Rate: (Butyl Acetate = 1) ca. 7.7

### SECTION 2 Fire and Explosion Information

Fire:  
Flammable liquid  
Flash point:  $-18^\circ\text{C}$  ( $0^\circ\text{F}$ ) closed cup  
Autoignition temperature:  $465^\circ\text{C}$  ( $869^\circ\text{F}$ )  
Flammable limits in air, % by volume:  
1.2-6  
Explosion:  
Above flash point, vapor-air mixtures are explosive within flammable limits noted above.  
Fire Extinguishing Media:  
Water, dry chemical, foam or carbon dioxide. Water spray may be used to keep fire exposed containers cool.

Special Information:  
In the event of a fire, wear full protective clothing and NIOSH-approved self-contained breathing apparatus with full facepiece operated in the pressure demand or other positive pressure mode. Water may be used to flush spills away from exposures and to dilute spills to non-flammable mixtures.

### SECTION 3 Reactivity Data

Stability:  
Stable under ordinary conditions of use and storage.  
Hazardous Decomposition Products:  
Carbon dioxide and carbon monoxide may form when heated to decomposition.  
Hazardous Polymerization:  
Will not occur.

Incompatibilities:  
Oxidizing materials, chloroform, alkalies, acids, potassium t-butoxide.

### SECTION 4 Leak/Spill Disposal Information

Isolate or enclose the area of the leak or spill. Remove all sources of ignition. Clean-up personnel require protective clothing and respiratory protection from vapor. Contain and recover liquid for reclamation when possible. Larger spills and hot sizes can be collected as hazardous waste and atomized in a suitable RCRA approved combustion chamber, or absorbed with vermiculite, dry sand, earth or similar material for disposal as hazardous waste in a RCRA approved facility. Do not flush to sewer!

Reportable Quantity (RQ)(CWA/CERCLA): 5000 lbs.

Ensure compliance with local, state and federal regulations.

NFPA Ratings: Health: 1 Flammability: 3 Reactivity: 0

Effective Date: 09-05-85 Supersedes 01-01-85

ACETONE

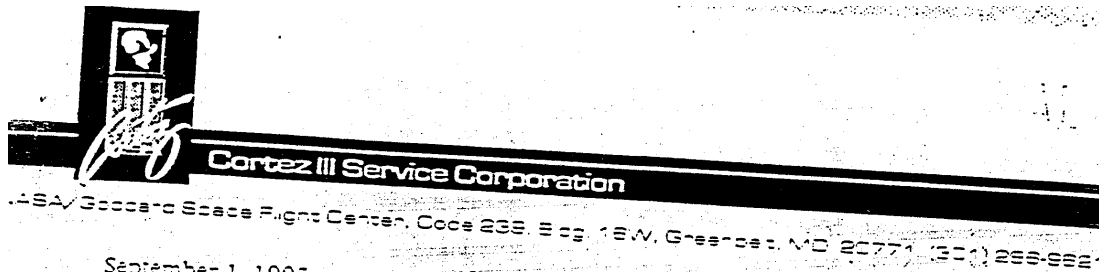
DIRECTIVE NO. 230-SOP-4100.14B  
EFFECTIVE DATE: \_\_\_\_\_  
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## SENSITIVE ITEM IN STORES STOCK LIST

### ATTACHMENT 21

Page 1 of 2



September 1, 1995

Thomas M. White  
Chief, Logistics Management Division  
NASA/GSFC  
Greenbelt, MD 20771

Subject: Management of Sensitive Items in Stores Stock

Dear Tom:

In accordance with the Code 230 Self-Assessment Team recommendations and the Tasker C-28-95, the following list of Federal Supply Classes and item names are submitted as candidates for designation as sensitive items. If approved, these items will be secured in a controlled storage environment.

3455 Cutting Tool	3460 Power Tool Accessories
4940 Air Guns	5110 Non-Powered Hand tools, Edged
5120 Non-Powered Hand Tools, Non Edged	5130 Hand Tools, Power Driven
5133 Drill Bits	5140 Tool Boxes
5180 Office Tool Kits	5210 Measuring Tools
5340 Padlocks & Security Devices	5835 Sound Recording Tapes
5836 Video Recording Tapes	5965 Headsets
6130 Battery Charges	6135 Batteries, Nonrechargeable
6140 Batteries, Rechargeable	6230 Electric Lanterns & Flashlights
6510 Surgical Dressing Materials	6515 Medical Instruments
6545 First Aid Kits	6650 Magnifiers
6675 Compass	6750 Film (Color Film in A66 LOC)
7025 ADP Input/Output Storage Devices	7035 ADP Support Equipment
7045 ADP Supplies - Diskettes	7420 Calculators
7460 Electronic Files	7510 Franklin Binders
7520 Electric Office Supplies	7530 Stamped Envelopes, Stamps, ETC
8020 Paint Brushes	8415 Clothing - Gloves, Cover-alls

The above list was developed based on the pilferable nature of the items, their cost, and their potential for unauthorized use and has been coordinated with Code 235.3. This list will be included in the appropriate standard operating procedures as requested. During our review, we determined there are 221 separate stocked items that must be relocated into secure storage locations.

## SENSITIVE ITEM IN STORES STOCK LIST

CHECK THE Code 230 Electronic Library

[230Library/Standard Operating Procedures/Current SOPs/Current SS Warehousing SOP](#)  
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-4100.14B  
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## ATTACHMENT 21


Page 2 of 2

239-SOP-4100.14

Additionally, there are 552 items currently in secure areas which need to be relocated. Many of these items are administrative office supplies which will be drawn down with the implementation of "just-in-time". We do not intend to relocate these items at this time since stocks will be depleted over the next several months. Other non-sensitive items will be relocated over the course of the next several months.

If there are any questions, please contact me at extension 6/9644.

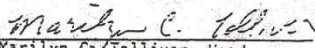
Sincerely,

  
Supply Support Branch Head

ES:kam

cc: 235/D. Hupp 235/C. Harris 235/B. Clark  
239/K. Schultz 239/V. Moon 239/K. Fisher  
239/D. Maxwell

Concurrence:

  
Marilyn C. Tolliver, Head  
Management Support Branch

9/7/95  
Date

## QUALITY ASSURANCE REQUIREMENTS CODES

### Attachment 22

Pg 1 of 6

PAGE 1 OF 6

#### QUALITY ASSURANCE REQUIREMENTS CODES

CODE	REQUIREMENT
A	THE CODE 239 QUALITY ASSURANCE REPRESENTATIVE IS REQUIRED TO BE AT THE VENDOR'S PLANT TO ASSIST IN FINAL ACCEPTANCE INSPECTION OF THE ITEM. THE VENDOR WILL CONTACT THE BUYER AT LEAST FIVE (5) WORKING DAYS IN ADVANCE TO SPECIFY THE DATE THAT THE CODE 239 QUALITY ASSURANCE REPRESENTATIVE IS REQUIRED AT THE VENDOR'S PLANT FOR THE FINAL ACCEPTANCE INSPECTION. THE FACILITIES AND TEST EQUIPMENT USED IN THE FINAL ACCEPTANCE INSPECTION SHALL BE MADE AVAILABLE TO THE CODE 239 QUALITY ASSURANCE REPRESENTATIVE AT NO ADDITIONAL COST.
B	INSPECTION WILL BE PERFORMED BY THE CODE 239 QUALITY ASSURANCE RECEIVING INSPECTION DEPARTMENT IN ACCORDANCE WITH APPLICABLE SPECIFICATIONS. FINAL ACCEPTANCE WILL BE DEPENDENT UPON RESULTS OF THESE INSPECTIONS OR TESTS. IN CASE OF REJECTION, THE CODE 239 BUYER SHALL COORDINATE THE DISPOSITION OF THE DEFECTIVE ITEM WITH THE SUPPLIER.
C	VISUAL INSPECTION OF ITEM TO DETERMINE IN-TRANSIT DAMAGE, COMPLETENESS, IDENTIFICATION AND DOCUMENTATION WILL BE ACCOMPLISHED BY CODE 239 QUALITY ASSURANCE RECEIVING INSPECTION DEPARTMENT.
D	CERTIFICATE OF CONFORMANCE FOR THE ITEMS ON THE PURCHASE ORDER WILL BE PROVIDED TO CODE 239 STATING THE MATERIALS, PARTS AND PROCESSES ARE IN ACCORDANCE WITH THE APPROPRIATE DRAWING(S) AND/OR SPECIFICATION(S). SUBSTANTIATING RECORDS SHALL BE ON FILE AT THE VENDOR'S FACILITY AND MADE AVAILABLE FOR VISUAL EXAMINATION, IF REQUIRED. ONE(1) COPY OF CERTIFICATE IS TO BE PROVIDED WITH THE SHIPMENT; ONE COPY IS TO BE KEPT AT VENDOR'S FACILITY FOR THREE YEARS FROM DATE OF SHIPMENT.
E	THE VENDOR WILL FURNISH DETAILED TEST/INSPECTION REPORTS LISTING FINAL ELECTRICAL TEST AND/OR DIMENSIONS/MEASUREMENTS COVERING ALL FUNCTIONAL/PHYSICAL PARAMETERS IDENTIFYING COMPLIANCE WITH EACH OF THE REQUIREMENTS IN THE REFERENCED DRAWING AND/OR SPECIFICATION USING CALIBRATED EQUIPMENT TRACEABLE TO NATIONAL BUREAU OF STANDARDS WHERE APPLICABLE. THE VENDOR WILL FURNISH ONE COPY THE THE SHIPMENT AND KEEP ONE COPY AT HIS FACILITY FOR THREE YEARS.

ATTACHMENT

JULY 95



DIRECTIVE NO. 230-SOP-4100.14B  
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## QUALITY ASSURANCE REQUIREMENTS CODES

### Attachment 22

Pg 2 of 6

PAGE 2 OF 6

FOR ELECTRICAL WIRE AND CABLE ONLY, VENDOR SHALL FURNISH A STATEMENT, AS PART OF A CERTIFICATE OF CONFORMANCE, INDICATING THAT THE REQUIRED REPORTS AND SUBSTANTIATING RECORDS ARE ON FILE AT THE VENDOR'S FACILITY AND WILL BE MADE AVAILABLE UPON REQUEST TO CODE 239 FOR A PERIOD OF THREE (3) YEARS FROM DATE OF SHIPMENT FROM VENDOR'S FACILITY.

F PHYSICAL AND CHEMICAL TEST/DATE OF RAW MATERIALS SUPPLIED AND/OR USED IN THE MANUFACTURE OF ARTICLES ON THIS PURCHASE ORDER DENOTING THE APPROPRIATE HEAT NUMBER, ROCKWELL NUMBER, DATE OF MANUFACTURE, ETC., SHALL BE SUPPLIED WITH EACH SHIPMENT. THE VENDOR WILL FURNISH ONE (1) COPY WITH THE SHIPMENT.

G THE MANUFACTURER'S LOT OR CONTROL NUMBER FOR THE DATE OF MANUFACTURE IS REQUIRED FOR ITEMS HAVING A SHELF LIFE REQUIREMENT. THE SUPPLIER WILL FURNISH THIS INFORMATION IN ONE COPY WITH THE SHIPMENT.

H HAZARDOUS/DANGEROUS MATERIAL. THE SHIPPER/SUPPLIER MUST CERTIFY ON THE SHIPPING DOCUMENT/PACKING LIST THAT THE SHIPMENT COMPLIES WITH PUBLIC LAW 93-633 AND OTHER APPLICABLE REQUIREMENTS OF DEPARTMENT OF TRANSPORTATION (DOT) AND INTERSTATE COMMERCE COMMISSION (ICC). WARNING AND SAFETY INSTRUCTIONS WILL APPEAR ON EACH ITEM. FLASHPOINT AND TECHNICAL NAME (VICE TRADE NAME) FOR APPLICABLE MATERIAL WILL BE INDICATED ON PACKING LIST, IF NOT ON CONTAINER. CATEGORY OF HAZARDOUS MATERIAL, AS DEFINED BY PUBLIC LAW 93-633, DOT, AND ICC REGULATIONS WILL BE PROMINENTLY DISPLAYED ON MATERIAL CONTAINER AND/OR LISTED ON SHIPPING DOCUMENT/PACKING LIST.

I ITEMS TO BE TAGGED. THE NEMS SECTION MUST BE NOTIFIED OF RECEIPT OF MATERIAL SO ITEM CAN BE TAGGED AND LOADED INTO THE NEMS SYSTEM.

J ALL PARTS, SUB-ASSEMBLIES AND ASSEMBLIES SHALL BE MARKED IN ACCORDANCE WITH THE APPLICABLE DRAWINGS/SPECIFICATIONS CALLED OUT ON THIS PURCHASE ORDER.

K CODES D AND E ARE APPLICABLE.

L CODES D AND F ARE APPLICABLE.

M CODES G AND J ARE APPLICABLE.

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N CODES H AND J ARE APPLICABLE. PAGE 3 OF 6

P CODES F AND J ARE APPLICABLE.

Q NO QUALITY ASSURANCE CLAUSE IS APPLICABLE.

R GOVERNMENT SOURCE INSPECTION REQUIREMENTS - ALL WORK ON THIS ORDER IS SUBJECT TO INSPECTION AND TEST BY THE GOVERNMENT AT ANY TIME AND ANY PLACE. THE

GOVERNMENT QUALITY REPRESENTATIVE WHO HAS BEEN DELEGATED NASA QUALITY ASSURANCE FUNCTIONS ON THIS PROCUREMENT SHALL BE NOTIFIED IMMEDIATELY UPON RECEIPT OF THIS ORDER. THE GOVERNMENT SHALL ALSO BE NOTIFIED 48 HOURS IN ADVANCE OF THE TIME ARTICLES OR MATERIALS ARE READY FOR INSPECTION OR TEST.

S SOLDERING CLAUSE

SOLDERED ELECTRICAL CONNECTIONS SHALL CONFORM TO:

1. THE REQUIREMENTS OF NASA HANDBOOK 5300-4(3A-A) DATED DECEMBER 1976 ENTITLED REQUIREMENTS FOR SOLDERED ELECTRICAL CONNECTIONS OR
2. GODDARD SPACE FLIGHT CENTER SPECIFICATION S-323-P-5A ENTITLED QUALITY ASSURANCE REQUIREMENTS FOR STANDARD INDUSTRIAL EQUIPMENT DATED MARCH 19, 1967, OR, IF NEITHER OF THE ASFORESTATED, TO
3. SUCH VENDOR SOLDERING WORKMANSHIP STANDARDS AND CRITERIA WHICH ARE SPECIFICALLY APPROVED BY THE BUYER'S QUALITY ASSURANCE DEPARTMENT.

T CODES G AND H APPLY.

U CODES D AND S APPLY.

V STATIC SENSITIVE ITEM MUST BE PACKAGED IN ANTI-STATIC MATERIAL (INDIVIDUAL PACKAGES IF POSSIBLE) AND LABELED STATIC SENSITIVE--NOT TO BE OPENED EXCEPT AT APPROVED STATIC-FREE WORK STATION.

W FIRE RETARDANT MATERIAL. ITEM MUST BE CERTIFIED FLAME RESISTANT.

X RECYCLED MATERIAL. ITEM CONTAINS A PERCENTAGE OF RECYCLED MATERIAL OR INCLUDE POST-CONSUMER RECOVERED MATERIALS AS DEFINED BY THE EPA GUIDELINES.

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Y CODES V AND S APPLY  
Z CODES V AND R APPLY.  
2 NOT STATIC SENSITIVE DEVICE.

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SHELF-LIFE CODING

LISTED BELOW IS A TABLE OF CODES INDICATING THE STORAGE TIME PERIOD OR PERISHABILITY OF AGE CONTROL MATERIAL.

TYPE I - AN ITEM WHICH IS DETERMINED THROUGH AN EVALUATION OF TECHNICAL TEST DATA AND/OR ACTUAL EXPERIENCE TO BE AN ITEM WITH A DEFINITE NON-EXTENDIBLE PERIOD OF SHELF LIFE.

TYPE II- AN ITEM HAVING AN ASSIGNED SHELF LIFE TIME PERIOD THAT MAY BE EXTENDED AFTER COMPLETION OF INSPECTION/TEST/RESTORATION ACTION.

<u>TYPE I</u>	<u>TYPE II</u>	<u>STORAGE TIME PERIOD</u>
O	0	NON-DETERIORATIVE
A	1	1 MONTHS
B		2 MONTHS
C	1	3 MONTHS
D		4 MONTHS
E		5 MONTHS
F	2	6 MONTHS
G	3	9 MONTHS
H	4	12 MONTHS
J		15 MONTHS
K	5	18 MONTHS
L		21 MONTHS
M	6	24 MONTHS
N		27 MONTHS
P		30 MONTHS
Q	7	36 MONTHS
R	8	48 MONTHS
S	9	60 MONTHS
X	X	MILITARY ESSENTIAL AND MEDICAL ITEMS WITH SHELF LIFE GREATER THAN 60 MONTHS

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Attachment 23 Forklift Safety Checklist  
(electronic original at Library\Safety\Safety Inspections)



## Forklift Daily Safety Checklist

for the week beginning: \_\_\_\_\_

Forklift operator initial each item on this checklist daily and keep with the forklift.  
At the end of the week, turn into Supervisor to retain for 6 months.

Forklift Make: _____	Mon	Tues	Wed	Thur	Fri	Sat
Weight test date OK						
No fluid leaks						
Steering						
Horn						
Brakes						
Tilt						
Warning Light						
Back up alarm						
Tires						
Battery						
Fire extinguisher						

Remarks: \_\_\_\_\_

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CODE	TYPE INSPECTION
1	PHYSICAL AND CHEMICAL TEST DATE REQUIRED.
2	NO TECHNICAL INSPECTION - QUANTITY COUNT ONLY (MAGNETIC TAPE ONLY).
3	VISUAL INSPECTION TO DETERMINE IN-TRANSIT DAMAGE AND ITEM IDENTIFICATION IS REQUIRED.
4	DETAILED TEST REPORT FROM VENDOR IS REQUIRED.
5	THE MANUFACTURER'S LOT NUMBER, DATE OF CURE OR DATE OF EXPIRATION IS REQUIRED.
6	DANGEROUS MATERIAL CERTIFICATION IS REQUIRED. DOCUMENTATION OR MATERIAL MUST INDICATE WARNING OR CAUTION DATA. FLASHPOINT AND TECHNICAL NAME MUST BE INDICATED. APPROPRIATE LABELS WILL BE AFFIXED TO OUTSIDE CONTAINERS OF ALL HAZARDOUS/DANGEROUS MATERIAL. MATERIAL WILL BE FLAGGED FOR SPECIAL HANDLING OR FOR STORAGE OR SHIPPING. IF ITEM IS ALSO SHELF LIFE MATERIAL, THE MANUFACTURER'S LOT NUMBER, CURE DATE OR EXPIRATION DATE IS REQUIRED.
7	GOVERNMENT SOURCE INSPECTION IS REQUIRED.
8	GSFC TEST REQUIRED PRIOR TO ACCEPTANCE.
9	CERTIFICATE OF CONFORMANCE IS REQUIRED.
Q	SPECIAL QA INSPECTION OR REVIEW REQUIRED. REFER ITEM TO RECEIVING/INSPECTION SUPERVISOR.
S	SOLDERING, WIREWRAP AND/OR CRIMPING SPECIFICATIONS APPLY. VISUAL INSPECTION TO DETERMINE COMPLIANCE IS REQUIRED.
X	THE MANUFACTURER'S LOT NUMBER, DATE OF CURE OR DATE OF EXPIRATION IS REQUIRED. PRIOR TO DISPOSAL AS A RESULT OF EXPIRED SHELF LIFE, MATERIAL WILL BE TESTED BY GSFC. DISPOSITION INSPECTIONS WILL BE FURNISHED BY GSFC.
Z	STATIC SENSITIVE MATERIAL. DO NOT OPEN EXCEPT AT APPROVED STATIC-FREE WORK STATION. MATERIAL TO BE INSPECTED, PACKAGED, AND LABELED IN ACCORDANCE WITH APPROVED STATIC SENSITIVE WORK PROCEDURE.

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
<p>A</p> <p>[if this is the baseline version, leave this and the remaining Revision blocks blank]</p>	<p>August 2002</p> <p>November 2004</p>	<p>Changed to work instruction format</p> <ul style="list-style-type: none"> <li>Added Attachment 22 Quality Assurance Requirements Codes and noted it in Section 2.2.2 Quality Assurance Code Changes</li> <li>Added to Section 2.2.3 Expired Lots Report – Type II items shelf-life can be extended if value over \$300 and found suitable for issuance and conforms to established criteria for an extended period equal to 50 percent of original shelf-life period.</li> <li>Added section 12 Nonconformance Management</li> <li>1.2 Procedures - if discrepancies the material will be returned to receiving for resolution or correction of discrepancies.</li> <li>1.2 Procedures -Deleted - Warehouse personnel will use the barcode label printer to produce a label, which will be placed on each package or box to ensure that material can be readily identified. The label will include stock number.</li> <li>Changed “Warehouse Specialist” to “Warehouse Lead”</li> <li>Changed 2.2. Procedures from The Research/Cataloging Section” to “Material Coordinator” assigns a three (3) character Quality Assurance Code to all shelf-life material as reflected below.</li> <li>2.2.2 Quality Assurance Code Changes - Change “The Research and Cataloging Section (R&amp;C)” to “Material Coordinator” will update the Quality</li> <li>8.1.1 Material Safety Data Sheets - Up-to-date MSDS files can be obtained from <a href="http://www.msdssearch.com">www.msdssearch.com</a>. (Changed from “Research &amp; Cataloging Section”).</li> <li>Changed NHB 4100.1 to NHR 4100.1</li> <li>9.20 – Deleted “The Headquarters Reporting Module (HRM) diskette is the preferred medium of transmitting report data”</li> <li>GMI 1710.6B Cancelled replaced by GPR 8719.1 Certification</li> </ul>

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		and Re-certification of Lifting Devices and Equipment. <ul style="list-style-type: none"> <li>• NHB5300.4(3L) changed to NASA-STD-8739.7 Electrostatic Discharge Control</li> <li>• Changed Code 205 to Code 250</li> <li>• Changed Code 235 to Code 232 in Section 10 Management of Sensitive Items</li> <li>• Add Tools, Equipment and Materials to Section P.5</li> </ul>
<b>B</b>	<b>Date</b>	<b>Modified P.6 (Safety), P.7 (Training) and P.10 (Definitions) and added Attachment 23 (Forklift Safety Checklist) to provide additional requirements for safety of lifting/lowering operations.</b>